



TEXAS MILITARY DEPARTMENT
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OCT 18 2016

NGTX-L

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TMD P16-06 Elected Official Engagement and Coordination Requirements with Government Affairs Office (GAO)

1. References.

- a. Texas Gov't Code, Chapter 554, Protection for Reporting Violations of Law.
- b. TMD Strategy, dated Apr 2016.
- c. DoDD 1344.10, Political Activities by Members of the Armed Forces, dated 19 Feb 2008.
- d. Hatch Act Amendments of 1993.
- e. AR 1-20, Legislative Liaison, dated 2 Jul 13.
- f. AFI 90-401, Air Force Relations with Congress, dated 14 Jun 12.
- g. DoDD 7050.06, Military Whistleblower Protection, dated 17 Apr 15.

2. Applicability.

- a. This policy applies to all Texas Military Department (TMD) personnel.
- b. This policy does not apply to off-duty or personal communications between TMD personnel and elected officials and staff or communication initiated through the constituent inquiry or state or federal protected whistleblower processes.

3. Purpose. To ensure consistent and effective communication with state and federal elected officials and staff.

4. Responsibilities. The Director of Government Affairs reports to The Adjutant General (TAG) and is responsible for all legislative affairs for the TMD, including the management of the GAO to provide legislative and associated staff support. The GAO is designated as the single office in the TMD responsible for legislative affairs and legislative coordination.

5. Policy. TMD personnel may not use their official position, authority or influence to

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interfere with an election, affect the course of an election, or seek to improperly influence any legislative activity.

- a. All TMD information flowing to a state or federal official, to include their staff, will be coordinated through or synchronized with the GAO.
- b. All communication between TMD and the Office of the Governor is reserved at TAG level. TMD personnel, outside the Office of TAG, will advise GAO of any official, routine or non-routine, response to queries from the Office of the Governor or gubernatorial support staff.
- c. TMD personnel acting in an official capacity who are seeking to engage a member of the Texas Legislature or U.S.Congress, or his or her staff, shall coordinate with GAO. Official communication with lawmaker's office will be facilitated through GAO. GAO will examine if such an engagement or activity would complement or conflict with TAG's current guidance.
- d. If any engagement with a state or federal elected official, to include their staff, occurs in a responsive, no-notice fashion, TMD personnel involved with the engagement must brief the GAO on all aspects of the event and provide copies of any written or visual communications (e.g., PowerPoint presentations, handouts, etc.) provided to or presented to the official or staff as soon as operationally possible.
- e. TMD personnel contacted by an official, or an associated staff member, on behalf of a constituent shall route the inquiry to TMD Chief of Staff through the Constituent Inquiry Representative (ng.tx.txarng.mbx.constituent-inquiries@mail.mil) for official action and response, while complying with any other communication guidance.

6. This memorandum will expire 2 years from the date of publication unless sooner rescinded or superseded.

7. Point of contact is the GAO at (512) 782-5531.


JOHN F. NICHOLS
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Adjutant General

DISTRIBUTION:

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